



**DEPARTMENT OF CORRECTION
JOB OPPORTUNITY
MAIL HANDLER
CORRIGAN-RADGOWSKI CORRECTIONAL CENTER**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: Corrigan-Radgowski Correctional Center, Uncasville, CT
Job Posting No: 00113565
Hours: 37.50 Hours per week, 1st Shift, Monday - Friday
Salary: \$33,163 initially, upon completion of WTP \$36,847 (Annually)
Closing Date: 02/21/2017

Eligibility Requirement:

Candidates must meet the General Experience as indicated below to apply for this position. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Knowledge, Skills and Abilities:

Knowledge of U.S. Postal Service regulations, rates and classes of mail; some oral and written communication skills; some interpersonal skills; ability to follow oral and written instructions; ability to perform basic arithmetic computations; ability to utilize computer software; ability to operate computerized and mechanical postal processing equipment; some mechanical ability.

Preferred Experience:

Candidates with experience in a large volume mailroom setting and experience in reviewing and processing mail will be given preference.

General Experience:

One (1) year of experience in a mail service or postal operation involving the operation and maintenance of mail service equipment.

Special Requirement:

Incumbents in this class may be required by the appointing authority to possess appropriate current licenses, permits and/or certifications.

Physical Requirement:

Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. A physical examination may be required.

Working Conditions:

Incumbents in this class may be required to lift moderate to heavy weight.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment [CT-HR-12](#) to:

**DEPARTMENT OF CORRECTION
24 WOLOCOTT HILL ROAD
WETHERSFIELD, CT 06109
HR SPECIALIST GABRIEL CARR
GABRIEL.CARR@CT.GOV**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.